

**PRESENT FUNCTIONS**

SR/Admin/

25X1A

(quoted from memorandum, SR/Division, the Acting Chief, dated 8 October 1952, subject: Table of Organization, SR Division)

**FUNCTIONS OF THE ADMINISTRATIVE STAFF**

**2 c. Logistics**

- (1) Maintains continuing liaison with technical specialists, Agency policy officers and administrative officials and maintains a current knowledge of Division operational requirements in order to properly conduct logistics planning.
- (2) Prepares and coordinates all plans for the Logistic support of Division operations including such factors as personnel, facilities, services, funds and materiel.
- (3) Prepares all logistic reports and annexes to Division plans, programs, and projects.
- (4) Provides staff supervision and guidance to the Division operations branches on logistics problems.
- (5) Is responsible for a continuous review of operational logistics requirements to insure that commitments are within current capabilities and available resources.
- (6) Formulates, reviews, and obtains approval of Division T/E's, T/A's and special allowances for field support activities including formulation of standard supply and replacement factors and consumption rates.